

ROUTING AND RECORD SHEET

SUBJECT: (Optional)  
Office of Logistics Quarterly Planning Conference

F <input type="text"/>	EXTENSION	NO. OL 4001-84	25X1
Chief, Information and Management Support Staff, OL	<input type="text"/>	DATE	25X1

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Chief, NBPO/OL				
2. Chief, P&TS/OL				
3. Chief, PMS/OL				
4. Chief, SS/OL				
5. Chief, LSD/OL				
6. Chief, P&PD/OL				
7. Chief, PD/OL				
8. Chief, RECD/OL				
9. Chief, SD/OL				
10.				
11.				
12.				
13.				
14.				
15.				

10 JAN 1984

MEMORANDUM FOR: Chief, New Building Project Office, OL  
Chief, Personnel and Training Staff, OL  
Chief, Procurement Management Staff, OL  
Chief, Security Staff, OL  
Chief, Logistics Services Division, OL  
Chief, Printing and Photography Division, OL  
Chief, Procurement Division, OL  
Chief, Real Estate and Construction Division, OL  
Chief, Supply Division, OL

FROM:

[REDACTED]  
Chief, Information and Management Support  
Staff, OL

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SUBJECT: Office of Logistics Quarterly Planning Conference

REFERENCE: Multiple-addressee memo fm C/P&PS/OL, dtd  
5 October 1983, Subj: Fourth Quarter Objective  
Review and Planning Program for FY 1984 (OL  
4138-83)

1. The Office of Logistics' (OL) first FY 1984 Quarterly Planning Conference with the DDA has been scheduled for 2 February 1984, 1330 hours, room [REDACTED]. Updates of "FY 1984 Directorate-Level Objectives" will be presented at the conference. Your presentation should not exceed five minutes and should cover the accomplishments of activities scheduled for the first quarter, problems and shortfalls, plans for the next quarter, and the long-term outlook for accomplishing the objective on schedule. At a minimum, an updated milestone chart should be used as a visual aid. Please provide an updated milestone chart to IMSS by 20 January 1984. Responsible officers are also encouraged, whenever possible, to use photographs, viewgraphs, charts, etc., to supplement their oral presentations to the DDA. A dry run presentation to the Director of Logistics has been scheduled for 30 January 1984, 1330 hours, room [REDACTED]. An agenda for both the dry run and the conference is at Attachment C.

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OL 4001-84

Unclassified when removed  
from attachments.

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SUBJECT: Office of Logistics Quarterly Planning Conference

2. As described in the referent, updates of "FY 1984 Office-Level Objectives" will be presented to the Director of Logistics at the biweeklies, scheduled as follows:

SD	16 January 1984	0900 hours
SS	16 January	1030
P&PD	17 January	0930
PMS	18 January	1500
RECD	23 January	0900
LSD	24 January	1015
IMSS	25 January	0900

Each OL component is responsible for presenting objective updates to the D/L. Milestone charts should be used to make presentations, and a copy should be provided to IMSS. IMSS will be represented at the MBO biweeklies.

3. We have attached listings of "FY 1984 Directorate-Level Objectives" (Attachment A) and "FY 1984 Office-Level Objectives" (Attachment B) for easy reference. You should refer to the OL Five-Year Plan for a list of all objectives through FY 1987 and to the reference for additional information on objective reporting requirements.

4. Questions concerning the Quarterly Planning Conference should be directed to

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Attachments

ATTACHMENT  
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FY 1984 DIRECTORATE-LEVEL OBJECTIVES

(Reportable to the DDA at Quarterly Planning Conference)

New Building Project Office (NBPO)

- Consolidate Agency Metropolitan Washington Area activities in the new Headquarters Building.
- Develop formalized "professionalism" program within OL for both blue and white-collar workers.

Information and Management Support Staff (IMSS)

- Develop and implement the Logistics Integrated Management System (LIMS).
- Establish overseas personal computer capabilities.

Personnel and Training Staff (P&TS)

- Strengthen and expand personnel management support in OL.

Procurement Management Staff (PMS)

- Convert General Provisions used in Agency contracts from DARS to FARS.

Logistics Services Division (LSD)

- Investigate the feasibility of automating the courier receipt filing, tracing, and retrieval system as well as the codeword accountability system within the M&CB.
- Complete implementation of a more effective Vehicle Dispatch Plan.
- Implement the DDA's "Quality of Life" program.
- Implement corrective action to customer surveys in LSD.

Printing and Photography Division (P&PD)

- Complete basic operational capability of the Digital Prepress System.
- Complete evaluation of the Quality Circle Program in P&PD and access application elsewhere in OL.
- Develop and implement NOMAD based P&PD Management Information System.
- Implement corrective action to problems uncovered in the P&PD customer services questionnaire.

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FY 1984 Directorate-Level Objectives (continued)

Procurement Division (PD)

- Expand personnel exchange program with external agencies.
- Develop and disseminate customer survey questionnaires and take appropriate action to respond to customer comments.

Real Estate and Construction Division (RECD)

- 
- Resolve issues of Agency takeover of M&O of Headquarters facility from GSA.

- 
- Develop and disseminate customer survey questionnaires and take appropriate action to respond to customer comments.

Supply Division (SD)

- 
- Develop and disseminate customer survey questionnaires and take appropriate action to respond to customer comments.

- 
- Investigate and, if appropriate, establish a method to use the Department of State computer system to generate GBLs and send unclassified shipping messages to posts worldwide.

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### FY 1984 OFFICE-LEVEL OBJECTIVES

(Reportable to the Director of Logistics at Bi-weekly Sessions)

#### Information and Management Support Staff (IMSS)

- Work with management to key support growth to growth in requirements.

#### Procurement Management Staff (PMS)

- Continue support to OL and Procurement teams.
- Reorganize Procurement Management structure.
- Continue responsiveness to increasing Agency acquisition requirements by establishing new decentralized procurement teams as necessary.
- Integrate CONIF with LIMS.
- Develop policy and resolve key issues affecting acquisition.

#### Security Staff (SS)

- Increase communications with contractors to instill greater security awareness.

#### Logistics Services Division (LSD)

- Improve the response time of the Architectural Design Staff.
- Institute a program to have personnel in Agency buildings take more pride in their working area and buildings.
- Publicize LSD's Interior Design Consultant.
- Resolve problems associated with DCI portraits.

#### Printing and Photography Division (P&PD)

- Develop a formal training program for Photography Branch.
- Develop a requirements package for low-volume copiers and issue a contract for copier rentals.
- Evaluate the feasibility of making Foreign Standards Video-Tape Conversion available to the Agency.

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FY 1984 Office-Level Objectives (continued)

P&PD (continued)

- Conduct a P&PD Bindery Automation Study.
- Develop an Automated Maintenance Program System for Division application.

Real Estate and Construction Division (RECD)

- Construct Northside utility lines to Headquarters, including electrical feeders.
- Provide additional water source to Headquarters, including three new fire hydrants.
- Install dual setpoint summer/winter thermostats at Headquarters.

Supply Division (SD)

- Prepare feasibility study and recommendations for efficient repair and return of equipment.
- Establish a VM program to monitor usage of packaging supplies and material on a yearly basis, including a reorder cycle.
- Develop a purification program to improve the viability of the ICS database prior to implementation of LIMS.

- In cooperation with P&PD, prepare a briefing motion-picture film on Supply Division organization/activity at Headquarters and in the field.

- Update GSA-leased vehicle inventory and establish vehicle records in the FARS minicomputer system for financial tracking in conjunction with OF.

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FY 1984 Office-Level Objectives (continued)

SD (continued)

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- Establish with a major customer of Logistics the capability to remotely and electronically input directly to the ICS stock issues.

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A G E N D A

Office of Logistics Quarterly Planning Conference

2 February 1984 - 1330 Hours



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Presenter

Opening Remarks

Daniel C. King, D/L

Objectives

DDA's "Quality of Life" Program

Personnel Exchange Program with  
OF and NSA

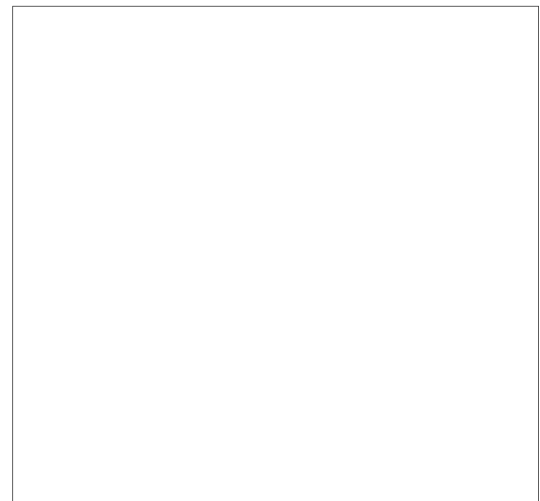
Establish Overseas Personal  
Computer Capability



Resolve Issues of Agency Take-  
over of M&O of Headquarters  
Building

Closing Remarks

Daniel C. King



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